



## Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,  
by joining the team that manages Hawaii's public housing projects.*

### **\*New! CONTRACT ADMINISTRATOR**

**(\$70,000.00+)**

The Contract Administrator is responsible for supervising and overseeing the staff in performing program and contract administration of selected State and Federal assisted programs for the HPHA facilities, Statewide; assigns construction projects; formulates guidelines and procedures to aid in the execution of consultant and construction contracts; ensures that construction projects are on schedule; conducts periodic project inspection to evaluation site and building conditions to determine when projects should be renovated or replaced; review contract award documents; conducts periodic consultation site inspection to evaluate the contractor's and architect's performance review.

#### Minimum Qualification Requirements and Experience

Required Licenses, Certificates, Etc.: Registration as a professional engineer or architect in the State of Hawaii. A valid license to drive in the State of Hawaii, preferred.

Education: Graduation from an accredited college or university with a Bachelor's degree in architecture or engineering is required. Total of Six (6) years of progressively responsible Engineering or Architectural experience as described below:

Engineering/Architectural Experience: Four (4) years of progressively responsible professional engineering experience which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems including planning, design and construction of building, structures and other facilities. Such experience must demonstrate knowledge to understand concepts of site and building planning, design, construction, inspection and contract administration, administration and implementation of engineering programs and projects; interpretation of systems operational requirements for improvements and maintenance; planning, design, and construction; or, Four (4) years of professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of building, structure, and installations.

#### Supervisory/Administrative Experience:

Two (2) years of any one or combination of the following types of experience:

1. *Supervisory Experience:* Professional engineering/architectural experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives, and maintaining high standards of work planning, design and construction of buildings, structures and other facilities;
2. *Staff Advisory Experience:* Professional engineering/architectural experience as a technical expert in a specialized area or program function performing staff advisory, consultative and/or reviewing the work of a staff of specialist assigned to the planning, development, and implementation of specific projects or programs; and/or
3. *Administrative Experience:* Professional engineering/architectural experience which included the planning (including budget planning and justification), organizing, staffing, policy formulation and implementation of the same and directing a program or programs.

### **HOUSING CONTRACT SPECIALIST (Construction)**

**(\$45,576.00 - \$49,332.00)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible to provide agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

#### Minimum Qualification Requirements:

Education: Graduation from a four year accredited college or university, preferred.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience in procuring construction services, preparing and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

Required License: Valid Class 3, Hawaii State Driver License or equivalent.

**RESIDENT SERVICES PROGRAM SPECIALIST****(\$43,296.00 - \$45,036.00)**

The Property Management & Maintenance Services Branch is seeking a Resident Services Program Specialist. This position is responsible for overseeing and planning, contracting, collaboration and/or directing support services programs such as safety and crime prevention, case management, counseling, resident councils, social and economic self-sufficiency activities. In addition, this position works directly with the branch manager, public housing managers and public housing associations on tenant program services.

**Minimum Qualification Requirements:**

**Education:** Graduation from an accredited four (4) year college or university with a bachelor's degree.

**Substitution:** In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the positions for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

**Experience:** One (1) year of specialized experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

**Required License:** Valid Class 3, Hawaii State Driver License or equivalent.

**PROPERTY MANAGEMENT SPECIALIST****(\$43,296.00 - \$45,036.00)**

The Property Management & Maintenance Services Branch is seeking a Property Management Specialist. This position is responsible for analyzing proposals for the management service of rental properties; reviewing property management agreements to ensure that all terms and conditions of these agreements are in accordance with State and Federal rules and regulations; and monitoring contracts with private contractors for compliance. Additional responsibilities include coordinating and/or conducting special inspections; resolving complaints; and conducting tenant file reviews to verify compliance with State and Federal regulations of housing programs eligibility.

**Minimum Qualification Requirements:**

**Education:** Graduation from a four year accredited college or university, preferred.

**Substitution:** Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, complexity, and quality as to assure the possession of comparable knowledge, skills and abilities.

**Experience:** Two (2) years of specialized experience in property evaluation, operation of residential and/or commercial properties including efficient utilization and maintenance of real property which includes property evaluation, preparation of management proposals, solicitation of tenants, planning and execution of protection and maintenance of buildings and grounds.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For more information about HPHA, visit our website at [www.hpha.hawaii.gov](http://www.hpha.hawaii.gov). HPHA is an equal opportunity employer. For consideration, please submit resume to:

**Hawaii Public Housing Authority  
Attn: Personnel Office  
PO Box 17907  
1002 N School Street  
Honolulu, HI 96817  
Email: [hphajobs@hawaii.gov](mailto:hphajobs@hawaii.gov)  
Or fax: 832-5979  
No phone calls please.**